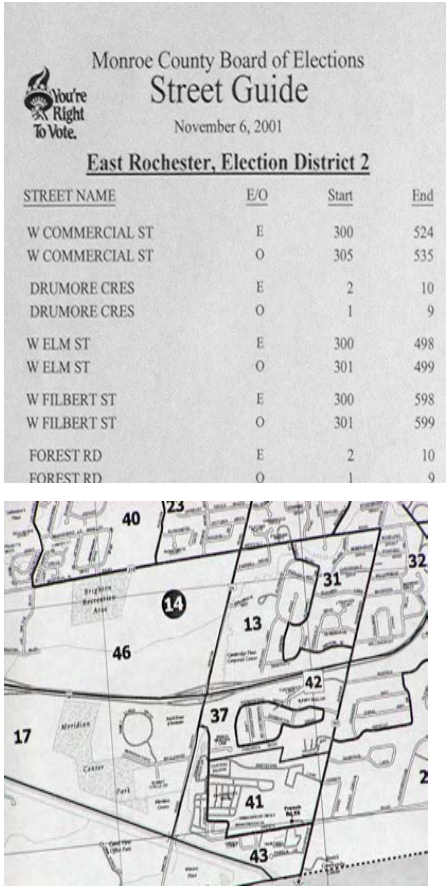


Its Up to You: Get the Voters to the Correct Polling Site

Election Inspectors are the people a voter will seek out to get information on where to vote. How do you help them?

1. If a person’s name is not in the poll book, first determine if the voter is in the correct election district by using the **street guide** and **district map**.
2. The voter may actually be registered or reside in a different district. **If you believe this is the case, direct the person to the proper polling place by referring to the district map. Call the Board of Elections if you are unsure. DO NOT GUESS.**
3. If the person’s current address is in your district, but his or her poll record is not in the book, he or she may vote by affidavit ballot or court order. Give the person the “*Notice to Voters*” form which explains each option

Help the voter vote successfully. It is your job.



Inspector Official News

place label here

Monroe County Board of Elections
39 West Main Street
Rochester, NY 14614



Across the Board

Volume 2, Issue 1

May, 2004

Dear Inspector:

Thank you for your willingness to serve as election inspectors and your commitment to the electoral process. We cannot thank you enough for the wonderful job you do serving our voters on Election Day. We consider you to be a part of the Board of Elections organization and you are the ones responsible for serving the voters directly.

This will be a very busy election year with the addition of the Presidential Primary in March. We expect to have over 420,000 eligible registered voters. The General Election will be held on Tuesday, November 2, 2004 and the polls will be open from 6 a.m. to 9 p.m. Inspectors are expected to arrive at their assigned sites 5:30 a.m. to prepare for the day. We are confident that your training will provide for a smooth, efficient and accurate election. Your loyalty to the Board and the voters ensures the success of a fair and honest Election Day.

Sincerely,

Peter Quinn
Republican Commissioner

Thomas Ferrarese,
Democratic Commissioner



Commissioner
Peter Quinn



Commissioner
Thomas Ferrarese

What You Should Know about the Help America Vote Act

H.A.V.A., which stand for the Help America Vote Act, is the Federal Election reform legislation, which was signed into law in 2002 as a result of the problems associated with the 2000 election and particularly Florida’s troubles in the handling of that election.

After eighteen months of bi-partisan negotiations in Washington to create sweeping reform to improve the electoral process throughout the country H.A.V.A. was passed. The law will be implemented over the next several years.

Here in New York State, some of the changes were already in place such as the use of “provisional” balloting. As you know, we already use “Affidavit Ballot” for the voter whose name is not in the poll book.

Yet other changes will have a major effect and we will deal with such changes as state legislation and regulations are put in place.

Some of the more significant changes will be:

- Requirements to provide Driver License/Non-Driver License number on the registration form. If someone doesn’t have a DMV number they need to provide the last four digits of their Social Security number. Also mail in registration forms will require verification of ID. If this isn’t done prior to Election Day ID will be requested at the polling site.
- Replacement of all lever voting machines by 2006.
- Establish a single statewide voter database.
- Creation of a state-based procedure for resolving citizens’ complaints.

As you can see, there will be many changes in our process in the future. We are committed to a good training programs for our poll workers and voter education plans as we implement new laws and procedures.

COMPLETELY FILL OUT AFFIDAVIT BALLOTS

NO EXCUSES - YOUR ERROR DENIES SOMEONES VOTE

AFFIDAVIT BALLOT

Fold Along this Line

AFFIDAVIT OATH
(Complete both sections A and B.)

I, Maria G. Smith, hereby swear or affirm that:

A (Check One)

☒ I have duly registered to vote from the address given in this election district, and I remain a duly qualified voter in such election district, and I have been informed by the election inspectors that my registration record is not available to them.

☐ I have moved within _____ since my last registration and that address was _____

☐ I am enrolled in the _____ Party (required for Primary election only).

B

☒ I reside at 500 Chili Avenue, Rochester, NY. Date of birth 4/8/60

☒ I understand that any false statement made herein is perjury, punishable according to law.

DATE: November 5, 2002 (Signature: Jennifer Lopez)

Swear before me this 5th day of November 20 02

COUNTY OF Monroe

CITY/TOWN Rochester LEG/WARD # 27 ED# 23 AD 133

PHOENIX GRAPHICS FORM #896

Inspector Section: Fill Out Completely and SIGN

Do not allow your group of inspector to be the ones blamed for not signing and completely filling-out affidavit envelopes. Remember the steps for the affidavit ballot procedure:

1. If a voter resides in the election district, the voter may vote on an Affidavit Ballot.
2. Provide the voter with a paper ballot. Instructions are on the ballot.
3. Instruct the voter to privately vote on the ballot, and seal it in the affidavit envelope.
4. The voter must date, sign and completely fill out the affidavit envelope and the attached registration form.
5. An inspector (if possible, the Chairperson), must date, sign, and enter the Leg/Ward, and ED# as shown at left.
6. Voters and inspectors should NOT detach registration form from affidavit envelope.



Coordinators and Inspectors: An Essential Team

Your coordinators name and phone number is listed above. Please keep it for reference. Your Coordinator is the person responsible for scheduling you at an election district on Election Day. *Inspectors must sit at the table they have been assigned by their coordinator unless they receive permission to change from the Board of Elections.*

2 Coordinators are appointed, one from each political party, to Legislative Districts and Towns. Inspectors should contact their coordinator if they have any questions about whether they are working on an Election Day. Coordinators are looking to schedule inspectors that are knowledgeable, trained, friendly, courteous and can work the entire Election Day. Inspectors should maintain a good rapport with their coordinators.

The Coordinators are also responsible for recruiting Election Inspectors; they are responsible for making sure inspectors attend required training sessions. They are responsible for supply delivery, visiting inspectors on election day and, in the city, for supply return. Coordinators are trained inspectors and know election law. *Whether Republican or Democrat, the Coordinators have equal responsibilities and authority; inspectors should respect coordinators regardless of their party.*

Ask the Board

When should inspectors take meal breaks? How long should the breaks be?

During the day, there will be slower intervals, usually in mid-morning and mid-afternoon. Inspectors should take meal breaks during these times. All inspectors should be present at the election district from 5-7pm. While each team of inspectors may set different times, the Board recommends that inspectors' meal times not take over one hour. The Chairperson should enforce the same amount of time for each inspector.

What does the Orange Dot mean?

The orange dotted items in your supplies are essential for the Board to compile unofficial election returns on Election Night. Items with an orange dot should be placed in the orange dotted bag and returned to the Town Hall (for towns) or a Board of Elections Supply Return Locations (for the City) after the close of Polls.

How are inspectors paid?

Inspectors are "paid for their services on the days of...election, by the town or city containing the election district in which they serve, in an amount fixed by the town or city legislative body..." Each town and the city sets its own pay scale. Inspectors must be paid for attending required training schools if they work the General Election.

Consider this at Your Election District

Although we receive many positive comments from voters about inspectors praising their knowledge, kindness and patience, we also receive those rare complaints about inspectors that are inconsiderate and not helpful.

As inspectors, you must always remain professional.

Here are a few tips to help:

- Check and recheck to make sure voters are able to exercise their right to vote.
- Remain calm at all times (no yelling).
- Be flexible and sympathetic to the needs of voters.
- Be polite to voters.
- Use all resources at your disposal, including calling the Board of Elections.

Keep Your Commitment on Election Day

The Board of Elections and your Election Inspector Coordinators depend on you to be at your assigned polling site, at your assigned election district table, on time, on Election Day. And most inspectors are. But every election, there are no shows – inspectors who don't call and don't tell anyone they will not be there at the polls. What happens then? At the last minute coordinators must call substitute inspectors hoping to find one that will fill in at the last moment. This can mean an election district has one less inspector for some time. Do your part: call as soon as you can. Don't be a no show.